

Under Article 19, paragraph 3, point 2 Of the Act on Higher Education and Scientific Activity (Official Gazette 119/2022), Article 64, paragraph 1 of the Regulations on Studying Undergraduate and Graduate Studies at the University of Zagreb, and Article 41, point 14, of the Statute of the University of Zagreb, Faculty of Veterinary Medicine, the Faculty Council, at its 11th regular session held on 19 June 2024, adopted the following.

REGULATIONS ON STUDYING IN THE UNIVERSITY INTEGRATED UNDERGRADUATE AND GRADUATE STUDY PROGRAMME *VETERINARY MEDICINE*

I. GENERAL PROVISIONS

Subject of Regulation

Article 1

- (1) These Regulations regulate in detail the rules and manner of studying, the organization and implementation of the University Integrated Undergraduate and Graduate Study Programme *Veterinary Medicine* (hereinafter: integrated studies) at the Faculty of Veterinary Medicine of the University of Zagreb (hereinafter: Faculty).
- (2) Work in the academic community at the Faculty is founded on the equality of all members of the academic community and their mutual respect. All forms of discrimination are prohibited in the work of the Faculty on any basis: political, religious, national, gender, or any other basis.
- (3) The words and terminology used in these Regulations with gender significance shall apply equally to female and male genders.
- (4) All provisions of the Regulations relate equally to integrated studies in Croatian and studies in English unless prescribed otherwise by individual Articles.

II. STUDY PROGRAMME

Article 2

Integrated Undergraduate and Graduate University Studies in Veterinary Medicine

- (1) Studies at the Faculty are organized and conducted in line with the study program adopted by the Senate, following a proposal by the Faculty Council, under the act governing higher education and scientific activity (hereinafter: Act), regulations that govern quality assurance in higher education and science, the Statute and general acts of the University of Zagreb (hereinafter: University), which regulate the procedure for evaluating study programmes.
- (2) The integrated studies are implemented based on the study programme adopted by the Senate and which has been granted a licence for implementation by the Agency for Science and Higher Education, and based on the study syllabus.
- (3) The integrated studies of *Veterinary Medicine* last six years, and upon completion students acquire a minimum of 360 ECTS points and the academic title: dr. med. vet (Doctor of

Veterinary Medicine). The abbreviation is written after the name and surname of the holder of that title in line with the general act governing academic and professional titles.

- (4) The scientific area of the study programme is biomedicine and health, in the relevant field 3.04. Veterinary medicine, in line with the general act regulating scientific fields and interdisciplinary areas, fields and branches.
- (5) The qualification attained by completing the integrated studies is at level 7.1 sv. (University degree studies, and integrated undergraduate and graduate university studies) according to the regulations governing the Croatian Qualifications Framework.
- (6) The Ministry competent for agriculture and the general acts regulating regulated professions, the veterinary profession and the health of animals govern this occupation.
- (7) Approval for independent work by a veterinarian (licence) is issued by the Croatian Veterinary Chamber, pursuant to the general act regulating the requirements for the procedure of issue, extension and revocation of approval of the work of a veterinarian (licence).
- (8) The Faculty conducts integrated studies over 12 semesters in Croatian and English languages. The studies are organized as regular studies and are conducted with a full timetable of classes.

III. DELIVERY OF THE STUDY PROGRAMME

Syllabus

Article 3

- (1) The integrated studies are conducted according to the study programme and the syllabus which is adopted every year by the Faculty Council.
- (2) The syllabus of the study programme establishes:
 1. the list of obligatory and elective subjects, with an indication of the teaching staff and associates who will teach the classes according to the study programme,
 2. the type of class (lectures, seminars, practicals, consultations, fieldwork, assessment of knowledge, etc.)
 3. the language of the study programme
 4. the location of classes
 5. how the classes are conducted: in person, remotely (*online*), simultaneously in person and remotely (a combination of classical teaching in a classroom and teaching using technology enabling e-learning, that is, a hybrid form of conducting classes)
 6. the beginning and end, and the schedule of classes
 7. how examinations are to be taken, and fulfillment of study requirements
 8. examination periods and examination measurements
 9. a list of examination literature
 10. other important information for the regular conduct of classes.
- (3) The syllabus and other information necessary for attendance of classes and sitting examinations are published before enrolment in the studies, or enrolment in the subsequent semester or study year in a visible and easily accessible place on the Faculty's web site.
- (4) The syllabus of the study for regular students is based on a workload of at least 24 and at most 40 hours a week. A student's workload may be greater in the case of a larger number of practical and field classes, but for no more than two consecutive weeks during a semester. The

student's workload may also be greater in the case of a larger number of practical and field classes in line with the study programme.

- (5) When classes are held outside the seat of the Faculty, in teaching bases, the students' workload may not be greater than that established in the study programme and syllabus. Classes held in the teaching bases are organized by a Cooperation Agreement with the approval of the Senate, which contains the title and a description of the studies and which class is the subject of cooperation, the workload and the form of classes to be held, a list of employees taking part, including the proportion of classes they teach, the mode of financing the classes and other matters of importance for conduct of the classes.
- (6) The study may also be organized through a remote learning system, pursuant to the general acts of the University.
- (7) The recommended literature for each subject and for individual examinations must be aligned with the scope of the study programme. Examination literature must be in an amount that students are able to master within the prescribed working hours, pursuant to Article 6, paragraph 4 of these Regulations.
- (8) As an exception, for justified reasons (pregnancy, training abroad, scholarships, retirement etc.) the syllabus may be amended during the academic year. Changes shall be published in the manner prescribed in paragraph 3 of this Article.

Implementation Documents

Article 4

The Faculty, for the sake of recognition and understanding of study programmes, study systems, and the organization of mobility of teachers and students, shall draw up:

1. Information Package
2. Grade transcripts
3. Supplementary document

Information Package

Article 5

- (1) The information package is a collection of data and information about the Faculty, the study programmes (courses, modules, professional practice etc.) and support for students. Its aim is to facilitate understanding and comparison of study programmes, and give complete information about the profiles of programmes, courses and study systems. The information package is to be drawn up in Croatian and English, and published on the Faculty's web site.
- (2) The information package consists of three parts:
 - 2.1 General Information about the Institution**
 - a. Title and address
 - b. General description of the Institution (including its type and status)
 - c. Calendar of classes and examinations
 - d. List of Teaching Staff and Associates
 - e. List of study programmes
 - f. The main regulations of the Institution (procedure for recognition of previous education, foreign education qualifications, academic rules, financial rules etc.)
 - g. The ECTS coordinator.
 - 2.2 Information about the study programme:**

A) General description

- a. The procedure and requirements for registration
- b. The duration of the study programme
- c. The head of the studies
- d. The level of qualification according to the Croatian and European Qualification Frameworks
- e. The right of access to a regulated profession
- f. The learning outcomes on the level of the study programme
- g. The manner of studying
- h. Vocational experience
- i. For joint studies:
 - Information about the form of the diploma and the supplementary document on the studies (joint/double/multiple)
 - members of the consortium and their role
 - The structure of mobility within the studies
- j. The qualifications attained by completing the studies
- k. The educational and professional goals
- l. Possible access to further studies
- m. The structure of the study programme, with points according to the European Credit Transfer and Accumulation System (ECTS)
- n. Information about the completion of studies (graduation/Master's Thesis)
- o. The rules of examinations and assessment

B) Description of individual courses/subjects:

- a. Title
- b. Code number
- c. Status (obligatory, obligatory-elective, and elective)
- d. Type and level
- e. The year of study in which it is taught
- f. The semester in which it is taught
- g. The number of ECTS points
- h. The names and surnames of teaching staff
- i. Learning outcomes
- j. The method of conduct (in person, remote, hybrid)
- k. The requirements for enrolment in the course
- l. Course Content
- m. Recommended literature
- n. Teaching methods
- o. Assessment methods:
- p. The language of the class

2.3 General information for students:

- a. The space and equipment for classes
- b. Practical work
- c. Extracurricular activities at the Faculty (run by - teaching staff, student associations)
- d. The Students' Union and student associations,
- e. Language courses
- f. Space and equipment for sports and recreational activities
- g. Data related to digital identity and the use of IT and communications technology,

- h. Information about exercising and protection of students' rights and support for them
- i. Psychological and other counselling if it exists
- J. Support for students with disabilities (office/centre/coordinator at the Faculty) if it exists
- k. Practical information for exchange students
- l. Other information on support for students (student tutors etc.)

Transcripts (ECTS points)

Article 6

- (1) In order to ensure the transparency of the studies and study programmes, to encourage and facilitate student and teacher mobility, and for simpler recognition of qualifications and study periods abroad, the Faculty uses the European Credit Transfer and Accumulation System (ECTS) according to which in a single academic year a student with a full timetable workload acquires as a rule at least 60 ECTS points. The success of each student is expressed in the local grading system and ECTS points.
- (2) Grade transcripts are public documents by which the Faculty provides detailed information about the realization of the programme (by means of a statement and ECTS points for each subject) and the results achieved by the student. At the student's request the Faculty will also issue a certified grade transcript in English.
- (3) The ECTS points are expressed as the average total time spent working that a student needs to invest in order to achieve the learning outcomes of the course.
- (4) One ECTS point represents 30 hours assessed average time spent working by a student (workload) in achieving the learning outcomes, including preparation, active lessons, examinations and all activities that are necessary to pass the examination.
- (5) Transfer of ECTS points may be undertaken between different study courses. The criteria and requirements for recognition and transfer of ECTS points are established by a general act of the University and the Faculty.

Diploma Supplement

Article 7

- (1) The diploma supplement is a public document issued by the Faculty free of charge, in Croatian and English, as a signed and certified hard copy and in electronic form. It is issued alongside the diploma certificate in order to provide a more detailed insight into the level and the content of the course, the system and rules of studying at the specific institution, and other information needed to understand the qualification attained, pursuant to the Regulations that determine the shape and content of the certificate, the degree diploma and the diploma supplement.
- (2) The diploma supplement may also contain other information which is not an integral part of the study programme (awards, scholarships, recognition, extracurricular activities, information on micro-qualifications, the right of access to a regulated profession etc.)

IV. STUDENTS

Student Status

Article 8

- (1) Student status is attained by enrolment in the integrated studies.
- (2) A student may have regular or guest status.
- (3) Students shall enrol in the studies as regular students.
- (4) Students have regular status during the prescribed duration of their studies, but for no longer than twice the prescribed duration of the study programme.
- (5) The duration of the study programme referred to in paragraph 4 of this Article does not include any time period of suspension of student rights and obligations, that is, the time limit for completion of studies will be extended by the duration of the suspension.
- (6) A student with regular status shall study with a full timetable of classes. A student enrolled with regular status shall as a rule enrol in courses amounting to 60 ECTS in one academic year, in line with the syllabus of studies.
- (7) A student with regular status shall conclude a Study Agreement with the Faculty. The Study Agreement regulates in detail their mutual rights and obligations during the course of the studies, how the studies are financed, the regulations on conduct with copyright, and the rules on conduct with industrial property rights and their exploitation, and other matters of importance to the parties to the Agreement.
- (8) A guest student is a student with regular status at another university, who enrolls in part of the study programme at the Faculty pursuant to a separate agreement with other universities on recognition of ECTS points.
- (9) The rights and obligations of guest students, how the costs of their studies are met, the possibility of continuing their studies at the Faculty and other matters related to the status of guest students are regulated by the agreement with other universities.

Termination of Student Status

Article 9

- (1) Students' status ends:
 1. when they complete their studies;
 2. when they deregister from the study programme,
 3. by exclusion from the study programme according to the procedure and under the conditions established a general act of the Faculty
 4. if the student fails to complete their studies within twice the prescribed duration of the study programme.
- (2) At the request of a student who has deregistered from the study programme, a certificate of deregistration is issued with an indication of the time spent studying, the total number of ECTS points acquired, and a list of the examinations passed with the relevant number of ECTS points and grades achieved for each. A note is made of the deregistration in the IT system.
- (3) A person who loses student status may not enrol in the same study programme nor continue their studies in the same study programme.
- (4) As an exception to paragraph 4 of this Article, a person who loses student status by deregistration from the study programme, may continue their studies in the same or another study programme under the condition that no more than two years have passed since they deregistered.
- (5) The student must submit an application for enrolment, with an explanation of the reasons for deregistration, to the Office for Integrated Undergraduate and Graduate Studies.

- (6) Before submitting an application for deregistration, the student must settle all their financial and other obligations towards the Faculty.

Rights and Obligations of Students

Article 10

- (1) The rights and obligations of students are regulated by law, the University Statute, the Faculty Statute, these Regulations and other general acts of the University or Faculty.
- (2) Students with regular status have the right to repeat each study year no more than once.
- (3) Students are obliged to complete their studies no later than within a time period twice the duration of the prescribed duration of the study programme.
- (4) Students have the right to:
1. Conduct of the studies pursuant to the syllabus
 2. Participation in scientific and professional work pursuant to the Faculty's capacity and capabilities
 3. The freedom to express their opinions and point of view during classes and other activities, according to the Code of Ethics.
 4. To complete their studies within a period of time shorter than that prescribed in line with the criteria established in Article 93, paragraphs 3 and 4 of these Regulations
 5. Free use of the materials in the library and scientific and professional sources at the institute of higher education
 6. To attend courses in other study programmes in line with this study programme
 7. To express their opinion on the quality of teaching and teachers at least once a year as part of the conduct of the internal quality assurance system
 8. To complain about breaches of their rights prescribed by the Act and a general act of the University.
- (5) Alongside the rights established by the Act, students shall also have the following rights:
1. The right to good quality education founded on the quality of the teaching process established by the study programme
 2. The right to participate in evaluating classes
 3. The right to participate in the work of University bodies
 4. The right to organize sporting, artistic and other activities.

Rights arising from Student Standards

Article 11

- (1) A student who studies with regular status on the integrated study programme and who is not employed or self-employed in a trade or other independent occupation has the right to health insurance in accordance with the law governing mandatory health insurance, the right to subsidised accommodation, and the right to food in accordance with the conditions established by the competent minister in regulations, the right to hold student jobs in accordance with the law governing student jobs, and the right to state scholarships and other financial support.
- (2) A student with an established disability who has regular student status shall exercise special rights arising from the Student Standards, pursuant to a general act of the University or the Faculty.

- (3) Students with an established type and degree of disability shall exercise the right to financial support to cover part of the costs of transport for students with disabilities, according to the conditions established by the competent minister in regulations.

Suspension of Student Rights and Obligations

Article 12

- (1) The rights and obligations of students shall be suspended:
1. During a period of non-active military service
 2. During pregnancy,
 3. For student parents (mother or father) until their child reaches one year of age
 4. During the period of leave exercised on the basis of general acts regulating parental support
 5. During a time of disability due to illness or some other comparable reason lasting longer than three months
 6. During international student exchanges longer than 30 days, and during the holding of classes if the student does not acquire ECTS points through that exchange
 7. In other justified cases pursuant to the Act and these Regulations.
- (2) The right to suspend student rights and obligations is attained by a Decision by the Faculty rendered following a written request with a statement of reasons and the relevant documentation. The written request to suspend student rights and obligations, with the relevant documentation, shall be submitted through the Office for Integrated Undergraduate and Graduate Studies, no later than 30 days from the beginning of the circumstances which lead to the student filing the request for suspension of their student rights and obligations. In the case of a request to suspend student rights and obligations for medical reasons, the student must supply a certificate from the competent Faculty doctor (The School and Adolescent Medical Service) on the existence of justified reasons for suspension of student rights and obligations.
- (3) The approval of suspension has effect for the period for which it was issued. A decision to suspend rights and obligations is issued for the requested period of time, at the earliest from the beginning of the semester in which the written request was filed.
- (4) Suspension of obligations referred to in paragraph 1 of this Article may be approved for one semester or one academic year.
- (5) It is possible to institute an administrative dispute against the decision referred to in paragraph 2 of this Article.
- (6) While the rights and obligations of a student are suspended, they may sit examinations and other forms of assessment of their knowledge (mid-terms etc.) if they have met the requirements to do so, but they may not attend classes to meet the requirements to sit examinations in other subjects. Whilst their rights are suspended, students cannot exercise any rights from the Student Standards (except the right to health insurance), pursuant to separate regulations. The time during which their rights and obligations are suspended shall not be included in the duration of their studies.
- (7) During this period, students do not pay any participation or tutorial fees.
- (8) After the end of the period of suspended rights and obligations, when establishing the requirements for exercising rights from the Student Standards, the last year shall be taken into consideration in which the student actively attended the course, that is, the year when their rights and obligations were suspended shall not be counted when establishing those rights.

- (9) Students must attend classes and take exams in subjects in the syllabus and ECTS points that have changed in the meantime, if the study programme has been amended whilst their rights and obligations were suspended.

Continuation of Studies

Article 13

- (1) Students shall enrol to continue their studies according to the valid study programme for the academic year in which they enrol to continue their studies.
- (2) If the study programme has been changed/supplemented whilst their rights and obligations were suspended, students must pass the different exams and meet the new requirements that have arisen due to the changes to the study programme.
- (3) Continuation of suspended studies begins with enrolment in the new academic year and is conducted according to the relevant rules of progress through the studies, whereby all earlier uncompleted courses in which they enrolled and all remaining courses according to the study programme shall be registered in the ISVU (student information) system.

Special Study Opportunities

Article 14

Students shall be permitted to attend or pass exams, or attend and pass specific courses or study years at another institution of higher education within the University or at another university in this country or abroad, pursuant to Article 34 of these Regulations.

Sportsmen and Women, Artists and Students with Disabilities

Article 15

- (1) Students who are categorized as sportsmen or women, or highly gifted artists who have regular student status, and students with disabilities, may study according to specially adapted study requirements, pursuant to a Study Agreement or another general act of the Faculty.
- (2) Establishing the status of a categorized sportsman or woman, and issuing a decision on the categorization of a sportsman or woman is within the competence of the Croatian Olympic Committee, the Croatian Paralympic Committee, the Croatian Deaf Sports Association and the Croatian Academic Sports Association (for student sportsmen or women who are members of a national university sports team and/or members of a university sports club), and pursuant to the regulations of the Rector's Board which regulate the rights and requirements of studying for student sportsmen and women.
- (3) The category of a student who is a highly-gifted artist shall be established by a certificate of membership of the Croatian Association of Independent Artists or an artistic, professional association, or the positive opinion on attaining the status of artist which may be issued by a body conducting studies in an artistic field, or some other competent body.
- (4) Students with disabilities are all students who, due to illness, injury or impairment, regardless of the percentage of physical injury, or the type and severity of disability or impairment of functional capacity, as established by expertise, have permanent, occasional or temporary difficulties in realization of everyday academic activities - students with impaired sight and hearing, motor disorders, chronic illnesses, ADHD, autism, mental illnesses and disorders, and

specific learning disorders (dyslexia, dysgraphia, dyscalculia), and other health conditions and disabilities which may affect the course of their studies. Health conditions, disabilities or impairments are established by a decision on the percentage of physical disability, issued by a competent body, or the findings and opinion on the type and severity of disability-impairment of functional capacity, as determined by expertise, a Decision by the National Centre for External Evaluation of Education giving approval for taking the state matriculation examination using specially adapted examination technology, or other relevant documentation, pursuant to the procedure established by a general act of the University or Faculty.

- (5) The Senate may also establish other special categories of students (student asylum seekers, students from regions affected by war or other difficult situations, student parents etc.) These categories of students shall be proven by the appropriate documentation.
- (6) As well as conducting classes and extra-curricular activities, the Faculty must also take into account respect for the principles of inclusivity, that is, to ensure the accessibility of educational content, taking the diversity of needs of students into consideration.
- (7) Adapted study conditions include adaptation of the teaching process and sitting examinations without compromising academic standards, and in line with the established learning outcomes, which are equal for all students.
- (8) Adapted study conditions for a student categorized as a sportsman or woman or a highly-gifted artist may include: adaptation of the conditions related to the obligation to attend classes, with the obligation to inform the teacher of absences from classes, and on the basis of presentation of evidence of justification of absences (preparations for and attending international competitions, etc.); adjusting the dates and methods of taking mid-terms, written and oral exams, in agreement with the subject teacher and the competent vice-dean (outside the exam dates) in the case of justified and documented reasons, while ensuring the public nature of their implementation; registration of a reduced semester workload expressed in ECTS points, in pursuant to Article 62, paragraph 5 of these Regulations; the right to suspend rights and obligations whilst meeting justified sporting or artistic obligations (long-term preparations, participation in the Olympic Games, participation in prestigious international competitions, etc.) and other adjustments.
- (9) Student sportsmen and women, members of national university sports teams and/or members of a university sports club, may have the same rights referred to in paragraph 8 of this Article according to the needs and interests of the Faculty.
- (10) Adapted study conditions for students with disabilities may be:
 - Extended time for writing examinations or mid-terms
 - Graphic adaptation of teaching materials (larger print and line spacing etc.)
 - Digitalized literature
 - Assistance by another person (peer support, sign language interpreter etc.)
 - Use of assistive technology
 - Other adaptations pursuant to a general act of the Faculty or University.

Subsidised Tuition Fees

Article 16

- (1) Students who are citizens of the Republic of Croatia, or citizens of other members states of the European Union, who have regular student status, shall exercise the right to tuition fees subsidised from the State Budget pursuant to the decree governing the programmed financing of higher education and public scientific institutions in the Republic of Croatia.

- (2) Pursuant to paragraph 1 of this Article, the right to exemption from payment of tuition fees shall be exercised by students with regular status who enrol for the first time in the first year of studies, and students enrolled in a higher year of studies, under the condition that they have attained 55 or more ECTS points in the previous academic year.
- (3) The students referred to in paragraph 1 of this Article who are enrolled in a higher year of studies shall participate in the tuition fees in relation to the success they have achieved in their studies, that is, the number of ECTS points they have accumulated, in line with the criteria established by the Faculty Council, published each academic year on the Faculty's web site.
- (4) Pursuant to Article 79, paragraph 3 of the Act, students who study with regular status have the right to change their chosen studies once, retaining the right to tuition fees completely subsidised from the state budget.
- (5) The students referred to in paragraph 1 of this Article may be in an employment relationship or perform an independent trade or other freelance occupation.
- (6) The criteria and requirements for student participation in tuition fees for the course in English are established by a separate decision by the Faculty Council,
- (7) A Study Agreement is concluded with students with regular status for the current academic year.
- (8) The Study Agreement establishes the amount of tuition fees, mutual rights and obligations during studies, and other matters of importance for the parties to the Agreement.
- (9) The Faculty may, by a special decision by the Dean, approve participation in or settlement of tuition fees for financially disadvantaged students.

Tuition Fees

Article 17

- (1) The level of tuition fees for each study programme is determined by a decision of the University, which defines the value (financial sum) of ECTS points for integrated studies.
- (2) The total amount of the tuition fees is determined by the total number of ECTS points a student enrolls for.
- (3) All students with regular status who enrol for a second time in a specific subject shall pay tuition fees according to the ECTS point value of the specific subject.
- (4) If the student enrolled in subjects in previous academic years and passed the examinations in the current academic year, they shall be added to the total amount of ECTS points accumulated by passing the courses exclusively for calculating participation in tuition fees.
- (5) If a student accumulates 55 ECTS points by passing the courses from previous academic years and by passing regular courses in the current academic year, they shall be exempt from paying tuition fees.
- (6) If they have accumulated 30 or more ECTS points by passing courses from previous years, then students are not obliged to pay the full amount of tuition fees, but must pay for all the points from subjects in the current academic year which they did not pass.
- (7) If with the passed subjects from previous years a student accumulates fewer than 30 ECTS points, they must pay the full amount of tuition fees.
- (8) Students with regular status with an established disability of 60 percent or more, and students from the system of alternative care (children's and foster homes, foster families) who have acquired at least 30 ECTS points, do not participate in the tuition fees when enrolling, or when they enrol in higher years of study without paying tuition fees.

Financial Support to the Families of Students

Article 18

- (1) In line with the general act regulating higher education and scientific activity, support by the ministry competent for education within the framework of the Student Standards in Higher Education, includes direct and indirect support for students.
- (2) Direct support for students covers the allocation of state scholarships and support to cover the costs of transport of regular students with disabilities, whilst indirect support relates to subsidised accommodation for regular students in student and pupil dormitories, as well as covering some of the cost of meals in student restaurants.
- (3) Subsidised accommodation in student dormitories, the spaces available in pupils' dormitories and, exceptionally, private accommodation are provided for students who study outside their place of regular residence and who are considered acceptable on the basis of a call for applicants conducted by the student unions.
- (4) The right to subsidised accommodation is exercised by students pursuant to a general act regulating the conditions and manner of exercising the rights of regular students to subsidised accommodation.
- (5) Students with regular status also have the right to mandatory and supplementary health insurance.
- (6) Moreover, every year means are provided for support to student committees for student programmes and projects. These funds are allocated to institutions of higher education who conduct calls for applications.

Student Transport

Article 19

- (1) Pursuant to the general act regulating this field the right to subsidised transport is recognized to regular students registered in the integrated studies.
- (2) The amount of financial support to cover part of the costs of student transport is established by the minister competent for education by a decision that is rendered before the beginning of the academic year, pursuant to the funds provided in the state budget of the Republic of Croatia.

Grants and Scholarships

Article 20

- (1) Pursuant to the general act regulating higher education and scientific activity, support by the ministry competent for education, within the framework of the Student Standards in Higher Education covers direct and indirect support for students.
- (2) Students of the integrated studies are awarded scholarships for students studying in the STEM fields of science, and scholarships based on need (on the basis of a low social and economic status).
- (3) Pursuant to the general act regulating this field, the right to a state scholarship is awarded to regular students who are citizens of the Republic of Croatia, or a member state of the European Union, the European Economic Area and the Swiss Confederation, and to regular students who are under international and temporary protection pursuant to the general acts on international and temporary protection, and who are enrolled for the state scholarship referred to in Article 1 of these Regulations at universities in the Republic of Croatia.

Student Disciplinary Responsibility

Article 21

The disciplinary responsibility of students, disciplinary acts, disciplinary proceedings and disciplinary measures are prescribed by a general act of the Faculty which regulates the question of the disciplinary responsibility of students. Students have the responsibility to respect the organization and conduct of studies pursuant to the Act and the general acts of the University and the Faculty regulating the teaching, scientific and other activities of the Faculty. Students shall be held liable for violations of the ethical and moral principles and value system pursuant to the Code of Ethics of the University and for disciplinary actions committed, pursuant to the general act of the Faculty regulating the matter of the disciplinary responsibility of students.

V. ENROLMENT IN STUDIES

Enrolment Quota

Article 22

On the basis of the Faculty's capacities, the Faculty Council proposes to the Senate for each academic year the number of places available for enrolment of students in the first year of study.

Joint University Call for Candidates for Enrolment

Article 23

- (1) Enrolment in the studies takes place on the basis of a public call for candidates published by the Senate every year no later than the 1st May.
- (2) The call for candidates for enrolment in the integrated studies is published by the University on its web site no later than 1st May of each year for the following academic year.

Right to Register and Applying for Enrolment in the Integrated Studies

Article 24

- (1) Candidates who have completed a high school education programme of at least four years in duration and passed the state matriculation examinations have the right to apply for enrolment in the integrated studies.
- (2) The right to apply for enrolment in integrated studies in Croatian may be exercised under equal conditions, established by the Act, and within the framework of the established enrolment quota for regular students, all candidates who have completed high school education in the Republic of Croatia lasting at least four years or an equivalent high school abroad, where for at least two years they attended classes in biology, chemistry and physics, who have the psychological and physical capacity for the studies, and who speak Croatian at B2 level (for foreign citizens).
- (3) All citizens of the Republic of Croatia, citizens of a member state of the European Union, and members of the Croatian Diaspora, or a Croatian minority outside the Republic of Croatia,

and persons without statehood who are permanently resident in the Republic of Croatia, have the right to apply to enrol in integrated studies in Croatian.

- (4) Candidates with a good knowledge of English language (in line with the level mentioned in the call for applicants) and who meet the other requirements in the public call for applicants have the right to apply for enrolment in the first year of integrated studies in English.
- (5) Candidates who have not attended classes in biology, chemistry and physics pursuant to paragraph 1 of this Article must at the time of application have completed the entire *gimnazija* high school programme and have passed examinations in biology, chemistry and physics.
- (6) Applications for enrolment in the integrated studies in Croatian and English are submitted through the National Information System for Applications to Institutions of Higher Education (NISpVU), within the Central Applications Office of the Agency for Science and Higher Education.
- (7) The Central Applications Office of the Agency for Science and Higher Education, in cooperation with the ministry competent for education and the National Centre for External Evaluation of Education, enter into the NISpVU system the appropriate documents (certificate of citizenship (*domovnica*), birth certificate), the grades of all subjects from all classes of the candidates' four year high school education, the results of the state matriculation examination, or the equivalent examinations submitted through the National Centre for External Evaluation of Education by candidates who completed their high school education before 2010 or outside the Republic of Croatia, in order to compile a rank order list for enrolment in the study programme. For candidates who completed their high school education in a country where the final examination (matriculation) is conducted as a form of external evaluation, the results shall be recognized of examinations passed in subjects equivalent to those in the state matriculation system in the Republic of Croatia.
- (8) Pursuant to the requirements in a special part of the call for candidates, the National Centre for External Evaluation of Education shall enter the results of additional testing of knowledge into the NISpVU system.
- (9) All candidates for enrolment in the integrated studies are ranked according to their personal points based on the categories listed in the call for candidates for enrolment in the first year of study. Candidates acquire the right to enrol according to the points they have obtained and according to their order in the priority list in the enrolment quota, who through the NISpVU system confirm their intention to enrol in the relevant study programme, and who have the psychological and physical capacities and meet the health requirements of the studies, and are not suffering from any mental illness which may hinder their normal performance of their profession.
- (10) For candidates from the Republic of Croatia, the health requirements imply the state of health a candidate must meet in order to complete the study programme, and how upon completion of the studies, with the competences they have gained they will be able to meet the requirements needed for the labour market. A certificate from a competent doctor demonstrates that at the time of enrolment in the study programme they have no health issues that would hinder their work in any position within the profession/qualification for which the student is to be educated. Meeting the health requirements is confirmed by a certificate from the competent school doctor.
- (11) The health requirements of candidates for enrolment in the integrated studies may be used exclusively to detect any candidates/students who due to any impairment, illness or disorder (disability) may need adaptation during the course of their studies.
- (12) The Faculty, as part of the selection procedure, shall organize assessment of the functional capacities of all candidates (detected on the basis of the health requirements).

- (13) If in that process any reduction or absence is detected of some capacity or capacities, which may have a negative effect on the possibility of achieving one or more of the learning outcomes of the studies and/or individual obligatory subjects, the candidate must be informed about this before enrolment in the study programme. On the basis of this information, candidates must make a decision as to they decide to enrol in the study programme and thereby taken on the risk that they will not be able to complete their studies.
- (14) The health requirements for the integrated studies are:
1. Normal vision with or without correction
 2. Normal colour vision (Ishihara test -24 images);
 3. Normal hearing without a hearing aid or with a hearing aid;
 4. Normal function of the muscular and skeletal system, upper body, upper and lower limbs - functional mobility of the spine, the limbs within normal limits, normal gross and fine motor skills of upper and lower limbs;
 5. Normal balance and stable consciousness - no serious or permanent disorders,
 6. Normal cognitive function;
 7. Normal emotional function;
 8. Normal psycho-motor functions (implies normal mental functions, control of motor and psychological processes on the level of the body);
- (15) The ranking list of registered candidates for enrolment in the integrated studies in Croatian shall be drawn up according to the following points system:
1. On the basis of grades from high school
 2. On the basis of obligatory and elective subjects in the state matriculation examinations
 3. On the basis of results of competition
- (16) The Faculty Council may also adopt other criteria which affect the results of the selection process, but no later than two months before publication of the call for candidates referred to in Article 25, paragraph 2 of these Regulations.
- (17) Students who are enrolled regularly in the first year of integrated studies in Croatian and English, who during their previous education have not learned Latin for at least two years, must enrol in Latin language during their first year of studies and pass the exam before they enrol in the second year.

Selection Procedure

Article 25

- (1) The selection of candidates is made by the selection procedure.
- (2) The Faculty Council shall determine the elements of which the procedure for selection and evaluation of candidates consists for each academic year (e.g., the results of the state matriculation examinations, success in their previous education, success in the selection examination, their motivation, special skills, special knowledge, psycho-physical capacities etc.)
- (3) The Faculty may determine that one or more of the evaluations referred to in paragraph 2 of this Article may lead to elimination.

Right to Appeal

Article 26

- (1) Candidates have the right to see the results of the selection procedure, the ranking order list, and other application documents, pursuant to the regulations governing the privacy of personal data.
- (2) Candidates have the right to lodge an appeal against the selection procedure after publication of the results of the selection procedure, within the deadline defined by the call for candidates for enrolment in the studies, which is determined by the calendar of activities of the Central Applications Office of the Agency for Science and Higher Education.
- (3) Candidates shall lodge their appeal with the Dean, who shall determine the person or body competent to consider the appeal and render a final decision on enrolment.

Right to Enrol in Studies

Article 27

- (1) Enrolment in the integrated studies shall be conducted after the end of the selection procedure.
- (2) Candidates acquire the right to Enrol in the studies referred to in Article 1 of this Article pursuant to the requirements and criteria of enrolment established in the call for candidates for enrolment of students and according to the selection procedure, within the established and approved enrolment quota. The right of priority for enrolment in the studies and special enrolment quotas are established by the call for candidates for enrolment in the studies.
- (3) Candidates who acquire the right to enrol shall lose that right if they do not enrol within the deadline prescribed in the call for candidates for enrolment in the first year of studies. The enrolment of candidates who have acquired the right to enrol, but who are prevented from doing so, shall be undertaken by a person to whom they give that authority.
- (4) Persons who have not passed the state matriculation examinations may enrol in the integrated studies if they finished an appropriate high school programme before 2010, of at least four years in duration in the Republic of Croatia, as well as those who completed appropriate education abroad of a total of 12 years, or the equivalent of level 4.2. of the Croatian Qualifications Framework, pursuant to the requirements and criteria of enrolment established in the call for candidates for enrolment in the studies.
- (5) Students who are citizens of European Union member states shall have the same rights as students who are Croatian citizens. Citizens of other countries shall enrol in the studies under equal terms as Croatian citizens, with mandatory payment of tuition fees, pursuant to the Act and a general act of the University and the Faculty.

Student Identification Document

Article 28

- (1) The student document is the student identification card (hereinafter: the student identity card) by which students proof their student status.
- (2) Student identity cards are issued to students when they enrol in the Faculty or after approval of continuation of studies at the Faculty.
- (3) The content of the student identity card is prescribed by the Regulations on the Student Identity Card by the competent ministry and contains information about the student, the Faculty and the study programme.
- (4) A candidate who, on the basis of the ranking order list have acquired the right to enrol shall be issued a student identity document and a password for access to the ISVU (student information system) application for students.

- (5) The student identity card shall cease to be valid:
 1. With the Termination of Student Status at the Faculty that issued it
 2. Following notification of the loss or theft of the student identity card
 3. If it is destroyed (Regulations on the Student Identity Card).
- (6) If the student loses or damages the student identity card, a duplicate of the document shall be issued at the student's request. The costs of issuing a duplicate student identity card shall be borne by the student.
- (7) If changes occur to the student's personal data, the student must apply to the Faculty within eight (8) days of the change to have a new student identity card made.
- (8) Students must not give their identity cards to other people to use, or sell or lend them.
- (9) It is forbidden to take, buy or use another person's student identity card as if it were one's own.
- (10) The Faculty shall institute disciplinary proceedings in any case of abuse of a student identity card.

VI. TRANSFER TO OTHER STUDIES

Right to Transfer

Article 29

- (1) Students who are studying at a university outside the Republic of Croatia shall acquire the right to transfer to the Faculty by the procedure established by the law regulating recognition and evaluation of foreign qualifications, under the terms established by the Faculty.
- (2) Transfer of students shall take place on the basis of a decision by the Faculty to recognize the number of ECTS points accumulated. The ECTS coordinator or the competent Vice-Dean of the Faculty shall give an opinion on recognition of ECTS points.
- (3) The number of transfers and the Faculty's own students may not exceed the Faculty's capacity, in line with the minimum criteria established by the regulations governing quality assurance in higher education and science (space, human resources etc.).

Transfer Requirements and the Necessary Documentation

Article 30

- (1) The Faculty shall determine in which period of study students may transfer, whereby transfer is not possible during the academic year in which the student enrolled in the first year of studies for the first time.
- (2) Students may transfer to the integrated studies in Croatian exclusively from other studies in veterinary medicine at other universities in EU member states or in the EEA or Switzerland. Students who request a transfer must have Croatian citizenship or citizenship of an EU member state.
- (3) Students from other studies course in veterinary medicine at other universities may transfer to the integrated study course in English regardless of their citizenship, under the requirements prescribed in paragraph 9 of this Article.
- (4) The number of possible transfers shall be approved by the Faculty Council no later than at the session in September for the following academic year.
- (5) If the Faculty's capacities are full, the Faculty Council may cancel student transfers by a special decision as referred to in points 2 and three of this Article for a specific period of time.

- (6) The requirements for continuation of Studies by students who have been studying outside the Republic of Croatia shall be established by the Committee for Integrated Undergraduate and graduate studies, on the basis of the opinion of the head of the relevant subject course, bearing in mind the level of alignment and the quality of execution of the programme, the openness of the European academic area, and the legislative framework of the Republic of Croatia.
- (7) Transfer may only be undertaken from the second to the fourth year of study, under the condition that the candidate submits a certificate of knowledge of the Croatian language at B2 levels, from a university study course in the RC, and a certificate of knowledge of Latin.
- (8) When approving transfer from a different study programme, the study programme is assessed on the basis of which student transfers may be refused regardless of whether the other requirements for transfer have been met.
- (9) The general requirements for student transfer from other study programmes in veterinary medicine are:
 1. That the candidate has passed and/or has had recognized the equivalent of the state matriculation examination
 2. That the study programme from which they are transferring in terms of content, ECTS points or the total number of teaching hours for the subjects is equivalent to the integrated studies.
 3. That the applicant has passed their exams and met the other requirements for regular enrolment in the next year of studies at their home faculty.
 4. That they have not repeated more than one year of study
 5. That they speak Croatian (demonstrated by a certificate of knowledge of Croatian language at level B2 for persons for whom Croatian is not their mother tongue), or that they speak English for the studies in veterinary medicine in English.

The student shall enclose with their application for transfer:

1. Their Student Identification Document
2. Their certificate of citizenship (Domovnica), and for foreign citizens a photocopy of their passport with the decision on temporary residence
3. Certificates of examinations passed
4. A certificate from the institution of higher education from which they are transferring that they have met the requirements for enrolment in the following year of study
5. The teaching plan and programme (syllabus) of the study programme from which they are transferring
6. Certificate of knowledge of the Croatian language from a university study course in the RC
7. A certificate from a school doctor stating that at the time of enrolment in the study course no health or psychological or motor hindrances exist
8. Other documentation to demonstrate the justification of transfer.

Article 31

- (1) As well as an application with a statement of reasons, students must supply the documentation prescribed by the Faculty.
- (2) An application for transfer with the accompanying documentation shall be submitted to the Office for the Integrated Undergraduate and Graduate Studies no later than seven days before the end of the regular enrolment period for that academic year.
- (3) The decision on the student's transfer shall be rendered by the Dean no later than five days before the beginning of the new academic year, depending on the vacancies available, and the justification of the reasons for transfer.

- (4) Enrolment in the academic year is based on the requirements for the integrated studies.
- (5) The time spent at another institution of higher education shall be calculated as part of the total duration of the student's studies.
- (6) If more candidates than the number established by the decision referred to in Article 30, paragraph 4 of these Regulations meet the requirements, those candidates who have achieved better general success (grades) in their studies at the institution of higher education from which they are transferring shall have priority, and if they are coming from a faculty accredited by EAEVE (*European Association of Establishments for Veterinary Education*).
- (7) When calculating the average grades and success in studies the grades from all examinations passed at the faculty from which they are seeking transfer, evaluated according to the ECTS system, shall be taken into account.

Decisions on Transfer

Article 32

- (1) Examinations passed at the home faculty, recognized by a decision, shall be entered into the transferee's examination success records with the original title of the subject passed which is equivalent to a subject from the study programme to which they are transferring, with the original grades and the original number of points accumulated according to the ECTS. The Faculty shall decide how and to which study year those grades and ECTS points shall be added to the total number of points necessary to attain the academic or professional title at that entity.
- (2) If a subject passed at the home institution, in terms of content or scope and learning outcomes, is approximately equivalent to a subject from the study programme of the entity, the competent body of the Faculty, in agreement with the teacher of that subject, may recognize the examination in its entirety or determine any difference the transferee must make up.

Acquiring Student Status by Transfer

Article 33

- (1) A transferring student must enrol by the end of the enrolment period, that is, within eight days from receipt of the decision on transfer.
- (2) A transferring student shall enrol on equal terms as a student of that entity to which they are transferring (in the sense of requirements for enrolment in the studies).
- (3) A candidate who acquires the right to transfer on the basis of a decision by the Dean may enrol at the Faculty within eight days from the day that decision is rendered.
- (4) A candidate whose transfer to this Faculty is not approved, has the right to appeal to the Faculty Council within eight days from the day of receipt of that decision.
- (5) The Faculty Council may render a decision to:
 1. Dismiss the appeal,
 2. Revoke the decision and return the application for reconsideration
 3. Adopt the appeal and amend the decision to approve the request to transfer and enrol at the Faculty
- (6) The enrolment of a student whose transfer to the Faculty has been approved pursuant to these Regulations shall be conducted within eight days after the decision is rendered.

VII. STUDENT MOBILITY

Horizontal Student Mobility within the University

Article 34

- (1) Students may, in line with the study programme, enrol in individual subject courses in other study programmes at the University which are not part of their home study course. Enrolment in those subjects shall be approved by the competent body of the Faculty, with the approval of the ECTS coordinator of the entity at which the selected subjects are run, and the head of the selected subject.
- (2) A special certificate shall be issued about the approval given, in which the title of the subject is stated, along with its ECTS points value (the number of ECTS points accumulated). The ECTS accumulated shall be recognised as though they were accumulated on the home studies (study programme) and the point value of the subject is equivalent to that which that subject has on the study programme within which it is provided.
- (3) The number of students who may enrol in each subject is limited by the capacities of the Faculty, and the competent body of the Faculty shall render a decision on this, following a proposal by the head of the subject.
- (4) The subject which a student attends at another entity shall be registered in the IT system. The head of the subject shall confirm that the requirements of the studies have been met by registering the ECTS points and grade in the IT system. ECTS points accumulated from another study programme shall be demonstrated by submitting a certified grade transcript (ECTS points) or in some other appropriate manner.

Student Mobility Between Universities

Article 35

Student mobility between universities in the Republic of Croatia is regulated in the same manner as international mobility, pursuant to a general act of the University.

VIII. ORGANIZATION OF CLASSES

Conduct and Class Attendance

Article 36

- (1) Classes are organized in semesters according to the provisions of the teaching plan of the studies.
- (2) Classes for each subject course are organized in one semester. Exceptionally, classes in a subject may be organized over more semesters, and in other appropriate and justified ways. Classes in a subject may also be organized over shorter periods of time (for example in rotations, module, blocks etc.)
- (3) Classes may be completely or partially conducted remotely (*on-line*) on the basis of accreditation and pursuant to the provisions of Article 43, paragraph 4 and Article 103 of these Regulations.
- (4) By enrolling in a specific subject course in the study programme, whether obligatory or elective, students take on all obligations prescribed by the syllabus and curriculum of that subject.

- (5) Attendance of classes is mandatory. Students may miss classes in a subject up to a permitted level, whilst still meeting all their study obligations. The Faculty shall determine the manner of monitoring attendance of classes, the permitted amount of absences, and how they are to be made up, pursuant to Article 64 of these Regulations.
- (6) Pursuant to Article 64 of these Regulations, the teacher may refuse to issue a student with a certificate on meeting their study obligations if they were absent from lectures, seminars or practicals, or did not meet other obligations prescribed by the study programme to a greater extent than prescribed in paragraph 4 of this Article, apart from cases of justified absence from classes due to objective reasons (illness, death in the family, etc.).
- (7) The competent body of the Faculty shall decide on the justification for absence from classes referred to in paragraph 6 of this Article, on the basis of a written request by the student, with an explanation and the relevant documentation. The application must be submitted within the time limit prescribed in Article 65, paragraph 1 of these Regulations.
- (8) The time limit for meeting study obligations which a student was unable to meet for justified reasons (writing a programme or seminar, sitting a mid-term examination etc.) shall be prescribed by a decision.

Elective Courses

Article 37

- (1) As a rule, elective courses should account for at least 20 percent of ECTS points for the entire integrated programme.
- (2) Teaching of elective courses is performed in line with the study programme syllabus, adopted by the Faculty Council each academic year pursuant to the Act.
- (3) An elective course becomes compulsory for the student enrolled in it.
- (4) The same rules of attendance of compulsory courses applies to the attendance of classes of elective courses.
- (5) Enrolment in an elective course may be cancelled no later than two weeks before the start of classes in the course, and exclusively for justified reasons (e.g., class overlaps).
- (6) Other forms of professional and teaching activities may be recognised as equivalent to elective courses, in line with the general act regulating the designation of ECTS points for extracurricular university activities.

Article 38

- (1) Classes are delivered in the organisational units of the Faculty – in clinics, departments, chairs and scientific teaching polygons, and outside the Faculty, as decided by the Faculty Council.
- (2) Teaching may be performed in a virtual environment for teaching and learning (e-learning).
- (3) Heads of departments or clinics of the Faculty organise classes and are responsible for their implementation, in cooperation and in agreement with the heads of courses for a given academic year, and in cooperation with the responsible vice-dean and professional services of the Faculty.

Heads of Courses

Article 39

- (1) The head of a course or their deputy is a person holding a scientific-teaching and/or teaching position.
- (2) The head of a course is selected in an open selection of the subject teachers for a period of three years.

- (3) The decision of the majority of subject teachers from paragraph 2 of this Article is considered final, and is signed by the responsible vice-dean.
- (4) In the case when the subject teachers cannot reach an agreement (e.g., even number of subject teachers, etc.), the final vote regarding the head of the course will be decided by the responsible vice-dean, with the consent of the dean.
- (5) The person from paragraph 1 of this Article may be selected as head of the course for a maximum of two consecutive terms.
- (6) If there is only one subject teacher for a particular course, it is implied that they are also the head of the course, without the limitations from paragraph 5 of this Article.
- (7) The head of the course may be a teacher in a scientific-teaching position who also performs other duties at the Faculty, in cases when there are multiple teachers in an organisational unit.
- (8) The head of the course appoints their deputy no later than 15 days from receipt of the decision from paragraph 3 of this Article. The decision to appoint a deputy head of a course is submitted to the responsible vice-dean.

Article 40

- (1) The head of the course is a subject teacher responsible for the proper delivery of classes in the course.
- (2) The head of the course, in addition to the conditions from paragraph 1 of this Article:
 1. is responsible for the organisation, development and proper delivery of classes in the individual course in the study programme, and in cooperation with the teaching team (teachers and other associates in the course) ensures that the syllabus and course content is delivered in line with the teaching plan.
 2. signs to confirm the record on classes delivered in the course
 3. may request that in order to improve the teaching quality for delivery of specific sections, prominent teachers holding a scientific-teaching title or scientists from Croatia and abroad are invited to participate in teaching
 4. determines the conditions for making up classes not held
 5. determines the number of mid-term examinations per course, how they are held and evaluated, and the number of exam sessions, in collaboration with other course teachers
 6. proposes extraordinary examination periods, in agreement with other course teachers
 7. gives an opinion on the recognition of a passed course from another related faculty
 8. gives an opinion of the similarity of the syllabus and programme in cases of students transferring from the study of veterinary medicine of another higher education institution
 9. performs other activities related to the course, in agreement with the responsible vice-dean.

Article 41

- (1) The head of the course may be dismissed from duty prior to the expiry of the term from Article 39, paragraph 3 of this Ordinance if they:
 1. personally request dismissal
 2. do not fulfil the duties of head of the course
 3. lose the capacity to perform their duties
 4. violate the provisions of the Statutes of the University and the Faculty and other general acts of the University and the Faculty

5. violate the regulations governing labour relations, scientific activity and higher education, collective agreements, Statute of the University and Faculty, or Code of Ethics of the University and Faculty.
- (2) The proposal for dismissal of the head of the course is submitted in writing with explanation to the dean. The proposal for dismissal of the head of the course may be submitted by a majority of the course teachers, head of the department/clinic of the course, or the responsible vice-dean.
- (3) The decision on dismissal of head of the course is made by the dean.
- (4) In the case of dismissal from paragraph 1 of this Ordinance, a new head is selected from among the course teachers, in which it is not possible in the following mandate to re-select the dismissed teacher who had performed that duty until that time.
- (5) Until the selection of a new head of the course, the duties are performed by the deputy head of the course.
- (6) If the decision on dismissal from paragraph 3 of this Article is passed, and there is no other teacher in that course, then the dean will decide on the new head of the course, at the proposal of the responsible vice-dean. The new head of the course will be selected from among teachers of related courses.

Article 42

- (1) Classes are organised and delivered with the aim of active participation of students in delivery.
- (2) Classes include lectures, seminars, practical teaching, consultations, mentorship (including student scientific work and thesis work), professional field classes, and other forms of classes, in line with the syllabus.
- (3) Practical teaching is considered practicals (practicals in the practical labs, computer, verbal, methodical, laboratory, dissection, construction, field, clinical, special clinics and physical education), including on-duty time, field work, and other forms of classes that contribute to acquisition of the required knowledge and skills.
- (4) The student is required, depending on the type and form of classes, to wear protective gear (protective clothing, mask, gloves, etc.) in line with special regulations and teacher instructions.
- (5) During the study programme, the Faculty in cooperation with health institutions assess risk and prescribes the vaccination of staff and students against infectious disease.
- (6) The execution of paragraph 5 of this Article is performed with the written consent of students.
- (7) A student who cannot be vaccinated due to permanent contra-indications confirmed by a physician, and a student who refuses vaccination out of personal reasons, will be exempted from vaccination upon signing a statement of taking full responsibility for any risks of disease, and consent that the Faculty is not liable.
- (8) In the case the student refuses to sign the statement or does not abide by the provisions in paragraph 4 of this Article, they will not be permitted to attend certain forms of classes.

Forms of teaching

Article 43

- (1) Classes at the Faculty are delivered in line with the study programmes and syllabus. All forms of teaching are delivered at the seat of the Faculty and in teaching bases, and other places where the Faculty has a signed cooperation agreement or contract.
- (2) Forms of teaching include: lectures, seminars, foreign language practicals, physical and health culture practicals, methodical practicals, computer practicals, practical lab practicals, field practicals, laboratory practicals, dissection practicals, construction and clinical practicals, special clinical practicals, individualised practicals, practical teaching, professional practice,

field classes, preparing qualification theses, verification of acquired competencies, and other forms of direct teaching.

- (3) Under exceptional circumstances, when safety or human health are threatened, or for any other justified reason that the delivery of direct teaching is made impossible or significantly hindered, classes and exams at the Faculty may, at the decision of the University of Faculty, be organised in a virtual environment with the use of the available information technologies.
- (4) Classes in a virtual environment from paragraph 2 of this Article is an alternate form of teaching that is applicable only in the case of extraordinary circumstances and for the duration of such extraordinary circumstances, and it not considered a form of study delivery according to the principles of remote learning.

Article 44

In order to implement the study programme, the Faculty shall form groups of students on the basis of the study programme and the teaching schedule, and the number of students in the study programme at the Faculty, in line with the legislation and subordinate acts and current collective agreements for science and higher education.

Article 45

- (1) Classes held in every course are recorded electronically in the program *Class Record*.
- (2) The record form from paragraph 1 of this Article is printed out at the end of the semester and is confirmed with the signature of the head of the course, head of the organisational unit, and all teachers participating in delivery of the course in line with the provisions of Article 40, paragraph 2, line 1 of this Ordinance. Originals are stored in the archive of the organisational unit, and a copy is delivered to the Student office for the integrated undergraduate and graduate study programme.
- (3) Standardisation of teaching work (class groups, class load) is performed in line with the valid regulations of the Collective Agreement.

Lectures

Article 46

- (1) Lectures are a public form of teaching in groups up to 150 students, in which the teacher uses contemporary teaching aids to familiarise students with the theoretical assumptions of the subject matter and the scientific teaching units, covering those topics for which this form of teaching is more suitable than other forms. Lectures usually encompass a part of the subject matter that determines the scope and emphasises the essence of the materials, new findings that change, alter or deepen important concepts included in the subject matter, additional interpretations of thematic units that are not primarily covered in the existing mandatory textbooks, and materials that are, from experience, particularly difficult for students.
- (2) Teachers may also share lecture handouts with students or may make their teaching materials available in digital form via the e-learning system.
- (3) Handouts and digital teaching materials give a summary of the content and important takeaway points of the lectures. The subject matter of lectures for which handouts or digital material are distributed must include examination material.

Article 47

- (1) Lectures are delivered by teachers holding scientific teaching or teaching positions at the Faculty.
- (2) Exceptionally, employees in associate positions (senior assistants) may, pursuant to the Decision of the Faculty Council and under the supervision of the teacher, hold a maximum of four teaching hours in one academic year in the Croatian language study programme, and four teaching hours in the English language study programme.
- (3) The Faculty Council may, in line with the syllabus and course programme, entrust the delivery of individual classes to teachers or scientists from other higher education institutions or scientific institutes.
- (4) These persons may be entrusted with teaching a maximum of one third of the course classes. This restriction is not applicable to practical teaching. The fundamental parts of the course content (lectures and seminars) may only be delivered by employees holding scientific teaching or teaching positions, or those appointed to the position of lecturer.

Seminars

Article 48

- (1) A seminar is a form of teaching in which a group of a maximum of 30 students actively cover certain subject matter. The students must prepare the prescribed subject matter before attending the seminar.
- (2) The purpose of the seminar is deeper learning and critical considerations of thematic content, and students may actively pose questions concerning specific issues, to become familiar with methods of collecting and analysing data for the purpose of reaching a specific conclusion.
- (3) Departments and clinics may, based on the specific subject material, introduce different forms (delivery methods) of seminars, such as problem-based seminars, video-simulation seminars, or computer simulations, programme seminar tasks in the e-learning system, and the like.
- (4) The teacher tracks and grades student work in the seminars as part of ongoing knowledge assessment.
- (5) As a rule, seminars are led by the staff of the Faculty appointed to scientific teaching positions. Assistants and senior assistants may participate in seminar delivery, under supervision of the teacher.
- (6) The Faculty Council may, for justified reasons, entrust the independent delivery of the seminar to staff appointed in associate positions, but only after at least two years has passed since their first appointment to the position of assistant.

Practicals

Article 49

- (1) Practicals are a form of teaching in which the student resolves practical tasks.
- (2) Practicals in physical education are held in groups of up to 40 students; methodical and computer practicals and practicum practicals up to 15 students; laboratory, field, dissection, and foreign language speaking practicals up to 10 students; construction and clinical practicals up to 6 students, and special clinical practicals up to 4 students.
- (3) Practicals are led by teachers in scientific teaching positions, associate positions, and expert associates (in practicals that do not require a scientific approach), with the consent of the Faculty Council.
- (4) In the first year following appointment to the position, assistants and expert associates may lead practicals under the supervision of the teacher.
- (5) The leader of the practicals is required to actively assist and work with students for the entire duration of the practicals.

Professional-Clinical Work

Article 50

- (1) Professional clinical work is a form of clinical teaching in groups of up to 6 students, in which the student, under the supervision of the teacher holding a scientific teaching position, assistant and/or senior assistant in teaching, spends time in and participates in all forms of work in the clinic during working hours and night hours (on-call duty). During clinical work, students become acquainted with the reception of patients, taking histories, referring patients for laboratory tests and performing diagnostic and therapeutic procedures.
- (2) As part of the professional clinical work, students participate in clinical rounds and professional meetings of the clinic as required.
- (3) During the professional clinic work performed outside the Faculty, records are kept at those clinics. Following the completion of the semester, the record is verified by the head of the Clinic Department of the Faculty of Veterinary Medicine, and then submitted to the Student Office for the integrated undergraduate and graduate study programme.

Classes outside the Faculty (under the supervision of Faculty teaching staff)

Article 51

- (1) For the purpose of advancing knowledge, skills and competencies, in addition to the above forms of classes, other forms of practical work are also organised in line with the Faculty study programmes and under the supervision of teaching staff, within the scope of field work in the outpatient clinic, field classes as part of preclinic work, and animal production and biotechnology, and as part of summer schools and professional excursions.
- (2) During the delivery of classes in the course *Outpatient Clinic*, the student is required to keep the *Field class log for the Outpatient Clinic*, with detailed records of tasks performed, and after completion of the field class, the log is submitted to the course leader.
- (3) Summer schools and professional student excursions may be organised as a class supplement for familiarisation with important veterinary institutions and work methods, and for other reasons important for broader professional student education.
- (4) Summer schools and professional student excursions may be organised in Croatia or abroad, and are approved by the Faculty Council at the proposal of the Committee for integrated undergraduate and graduate study, within the framework of the teaching programme, prior to the start of the academic year.

Professional practice outside the Faculty (under the supervision of the expert mentor)

Article 52

- (1) Professional practice is exclusively a practical form of teaching and is performed outside the Faculty under the supervision of an expert (expert mentor, an employee of an institution that performs professional practice).
- (2) Practical training of students outside the Faculty may be performed in institutions that perform activities aligned with the study programme: veterinary stations and clinics, including delegated bodies (veterinary inspections and controls in entities operating with food of animal origin), Croatian Veterinary Institute, Ministry of Agriculture of the Republic of Croatia, Directorate for Veterinary Affairs and Food Safety (employers), Croatian Veterinary Chamber, and others.
- (3) An agreement on professional practice is concluded with veterinary institutions in which students perform their professional practice.

- (4) During the performance of professional practice, the student is required to keep the *Professional practice log*, in which they give a detailed description of tasks performed, and after the completion of the professional practice, the log is submitted to the Student Office for the integrated undergraduate and graduate study programme.
- (5) The filled-out Professional practice log is reviewed and confirmed by the responsible vice-dean and leader of the professional practice at the Faculty.
- (6) After completion of the professional practice, with the filled-out log, the student also fills out the satisfaction survey concerning the employer and performed professional practice.
- (7) If during the professional practice the student's right to a proper and appropriate professional practice, their personal integrity or other right is violated, the student has the right to lodge a complaint.
- (8) The student lodges the complaint to the coordinator of the professional practice (responsible vice-dean) or vice-dean for quality control. In the case of very degraded relations, the student may request to perform their professional practice in another institution.

E-learning

Article 53

- (1) Classes may be delivered in a virtual learning environment (e-learning). E-learning is supported by Merlin, the faculty system for managing class content.
- (2) Merlin is a closed internet system containing integrated study programme courses, and where general information is posted about the course, including student notifications, different teaching content, and where ongoing knowledge assessment performed (self-testing, mid-term tests, written exams).
- (3) Posting information, notifications, and teaching content in the Merlin system is the responsibility of the head of the course. Every student is required to participate in e-learning teaching in the manner stipulated by the course syllabus and teaching plan for each course.
- (4) The e-learning environment can be changed to meet the needs of the Faculty and in line with new developments in technology and artificial intelligence, to improve the quality of delivery of the teaching programme and/or the processes of teaching and learning.
- (5) The e-learning Office supports both teachers and students in the delivery of e-learning.

Consultations

Article 54

Consultations are part of teaching work whereby students are provided with assistance and guidance in preparation of all forms of classes and assessment of knowledge, and they are mandatory for teachers and associates in teaching, in arrangement with students.

The Work of Teaching Staff

Article 55

- (1) Teaching activities at the Faculty may be performed by employees whose qualifications are confirmed by appointment to the appropriate scientific-teaching, teaching, expert, or associate position, pursuant to the Act.
- (2) In cases where there are insufficient teachers holding scientific-teaching positions for a certain course, or senior assistants, part of the teaching required by the syllabus may be entrusted to staff in scientific-teaching positions or scientists from other courses of a related specialisation within

the Faculty department or from another higher education institution or scientific research institute, or lecturers in the Republic of Croatia.

- (3) Pursuant to the provisions of Article 40, paragraph 2, line 2 of this Ordinance, the Committee for the integrated undergraduate and graduate study programme, at the request of the head of the course, may propose that prominent teachers in a scientific-teaching position or scientists from abroad be invited as guest lecturers to improve the quality of teaching.
- (4) Other persons may also participate in teaching if their scientific and expert work and accomplishments can contribute to the quality of the teaching process. These persons may be entrusted with a maximum of one-third of classes in the course. This restriction does not apply to practical courses. The fundamental part of the course content may only be delivered by staff in scientific-teaching and teaching positions, or persons appointed as lecturers.
- (5) The decision from paragraphs 2, 3, 4 and 5 of this Article are issued by the Faculty Council.

Student Mentors

Article 56

- (1) The Committee for the integrated study programme sets up the organisational framework for the mentorship system at the Faculty for students in the Croatian and English programmes, and one member of the Committee is appointed as coordinator of the mentorship system.
- (2) During the first semester, the students are assigned a mentor from among the teachers in scientific-teaching or associate positions.
- (3) One student mentor may have a maximum of ten students assigned to them.
- (4) The student may additionally select a tutor from among the students enrolled in the 7th semester or higher, with their prior consent.
- (5) The assigned student mentors are confirmed by the Faculty Council.

Article 57

- (1) The student mentor monitors the work of students during the first year of study, and provides the appropriate expert assistance to students in mastering the teaching programme.
- (2) The mentor meets at least twice per semester with each assigned student, or more often at the request of the student.
- (3) The work programme of the student mentor is regulated by a special procedure.
- (4) The mentor, tutor or student, upon personal request with written substantiation, may request a dissolution of the mentorship, and the final decision based on justification of the reason is made by the Committee for integrated undergraduate and graduate study programme.

Head of Year

Article 58

- (1) At the start of the winter semester, the Faculty Council, at the proposal of the responsible vice-dean, appoints the head of year and their deputy for the current academic year from among the staff in scientific-teaching positions, which by courses belong to a certain year of study.
- (2) The head of year assists the vice-dean for the integrated undergraduate and graduate study programme and students in their work, organises meetings with students, and performs work aimed at ensuring the successful organisation and delivery of certain forms of teaching, and resolves student issues.

- (3) The head of year meets with students twice per semester, and more often as required. At these meetings, student inquiries related to classes, examinations, making up what has been missed etc. are considered.
- (4) The head of year meets with the responsible vice-dean as required. At these meetings they consider and resolve outstanding issues for the sake of the best possible delivery of classes. As necessary, these meetings may also be attended by student representatives of the year.

Records of Classes Held

Article 59

Classes held are recorded in electronic form.

Physical and health culture classes

Article 60

- (1) Physical and health culture at the Faculty is delivered as part of compulsory classes in the first and second year of integrated study.
- (2) Physical and health culture may be assigned ECTS points in line with the general act of the University that regulates the procedure of evaluating the student programme.

Academic calendar and academic year

Article 61

- (1) The academic calendar is adopted by the Senate at least six months prior to the start of the academic year, and is published on the University website. The academic calendar contains the start and end of the study year, blocks of teaching weeks, regular examination periods, state holidays, and important university events.
- (2) Based on the academic calendar, the Faculty Council issues the teaching and exam calendar and publishes it on the Faculty website prior to enrolment into the study programme, or into enrolment in the next semester or study year.
- (3) The academic year begins on 1 October and ends on 30 September of the following year.
- (4) Exceptionally from paragraph 3 of this Article, when so established by the syllabus, teaching may begin prior to the start of the academic year, but not earlier than 1 September.
- (5) As a rule, the academic year has 44 work weeks, of which 30 are teaching weeks, and 14 weeks within which students have the time required for consultations, preparation and sitting of exams, in which there are no other obligations concerning other forms of teaching.

IX. STUDENT WORKLOAD

ECTS points system

Article 62

- (1) ECTS points are expressed as the average total work time that the student needs to invest to achieve the learning outcomes of a course.

- (2) Each ECTS point represents 30 hours of assessed average student work time needed to achieve the learning outcomes, including active teaching, exams, and all activities necessary to pass examinations.
- (3) A student in regular full-time status enrolls in 25 to 35 ECTS points per semester.
- (4) Students who regularly complete their obligations may be permitted to enroll in more than 35 ECTS points per semester to more quickly complete their studies or to achieve a broader education, in line with this Ordinance.
- (5) In special and justified situations, a student in regular full-time status may enroll fewer than 25 ECTS points, as per a decision of the competent Faculty body.
- (6) ECTS points are granted exclusively after the successful fulfillment of all required obligations and application of appropriate methods for assessment of achieving the defined learning outcomes, or passed examination.
- (7) The application of the ECTS points system implies:
 1. precise determination of the expected learning outcomes for each course
 2. determination of the student workload for all envisaged activities in each course
 3. determination of the methods for assessment accomplishment for each stipulated learning outcome
 4. determination of the manner of grading each individual teaching and extracurricular activities.
- (8) The criteria and conditions for recognition and transfer of ECTS points are regulated by the study programme, general acts of the University on recognition of prior informal and formal learning, foreign higher education qualifications and time spent studying abroad, and the recognition of extracurricular activities, and other general acts of the University and Faculty.
- (9) ECTS points that comprise a set of points necessary for previously acquired qualifications cannot be recognised for the acquisition of other qualifications in the same or other level of study.
- (10) Points from paragraph 9 of this Article may be recognised as acquired competencies, and the student needs to enroll in other courses to achieve the necessary total number of ECTS points for the acquisition of other qualifications.

Student weekly obligations

Article 63

- (1) The student workload should be evenly distributed over the course of the study programme.
- (2) The syllabus for students in regular full-time status is based on a student workload of 40 hours per week, which includes all forms of teaching and time needed for the student to prepare.
- (3) The average total weekly workload in classes in the integrated study programme is 24 hours.
- (4) Exceptionally from paragraph 3 of this Article, the total weekly student workload may be a maximum of 30 hours.
- (5) When it is necessary to increase the number of practical and field classes pursuant to the study programme and syllabus, the student obligations from paragraph 3 of this Article may be a maximum of 40 hours per week.
- (6) If classes are organised for a shorter time period, the student weekly obligations may be higher than stated in paragraph 3 of this Article.

Student class obligations

Article 64

- (1) By enrolling in the course, the student takes on all obligations stipulated in the syllabus of that course.
- (2) Attendance is mandatory for all teaching forms.
- (3) During the semester, the student may be absent from classes in an individual course up to 50 percent of the class hours of lectures, 30 percent of the class hours of seminars, and 30 percent of the class hours of practicals or professional-clinic work.
- (4) An exception is any course with a small number of hours of specific teaching form (12 hours or less per semester), where absence of greater than 50 percent is permitted, with mandatory justification of the absence and that all missed classes are made up in line with the conditions set by the head of the course, pursuant to Article 40, paragraph 2, line 4 of this Ordinance.
- (5) Due to the specificities of classes in the course *Outpatient clinic (Field Clinic)* the student may be absent for a maximum of two field sessions, which must be justified with the Student office for the integrated undergraduate and graduate study programme, in the manner stated in Article 42, paragraph 1 of the Ordinance. The student is required to make up one justified absence from a field class, under the conditions set by the head of the course as a precondition for meeting the class commitments, and to receive the teacher's signature.
- (6) Each organisational unit determines for its courses the manner of controlling class attendance, and at the start of the semester must determine the absolute number of maximum absences permitted.
- (7) At the end of the semester or at the completion of the class, the head of the course determines the proper class attendance for each student and submits the list of students who were absent from individual forms of teaching with the date of absence to the Student office for the integrated undergraduate and graduate study programme.
- (8) If the student was absent from classes more than permitted, and the absence was not justified, i.e., if they did not fulfil the other obligations prescribed under the course syllabus, the student is required to re-enrol in that course.
- (9) A class that a student missed but gave proper justification in the manner stipulated under Article 65, paragraph 1 of this Ordinance, may be made up under the conditions set by the head of the course, pursuant to Article 40, paragraph 2, line 4 of this Ordinance.
- (10) The student attains the right to a regain the attendance points for certain forms of classes after the classes are made up.

Article 65

- (1) A student who is justifiably absent from class is required to notify the Student Office for the integrated undergraduate and graduate study programme and submit evidence to justify the absence within a maximum of 8 working days from the date of absence, in order to be permitted to make it up.
- (2) A student who has not met the conditions from paragraph 1 of this Article is not entitled to request to make up the class.

Article 66

- (1) A student may exceptionally be permitted to make up no more than 50 percent of the total class hours from seminars and practicals in each course, if they were absent from the class due to:
 1. parental leave
 2. illness requiring extended treatment

3. participation in a sporting event in the status of a top athlete and other sporting activities organised by the Faculty or University
 4. participation in extracurricular activities of a cultural, educational or scientific character
 5. family and other justified reasons (grave illness or death of an immediate family member, etc.).
- (2) In the cases described in paragraph 1 of this Article, the student is required to submit a written request to the responsible vice-dean to make up the class with evidence justifying the absence, and the vice-dean, in coordination with the head of the course, will determine the possibilities of such makeup, and give the student their decision.

X. ADVANCEMENT THROUGH STUDIES (testing the semester)

Enrolment in the Next Year of Studies

Article 67

- (1) A student attains the right to enrol into the next year of study if by the time of enrolment, they have achieved the prescribed number of ECTS points for advancement into the next year of study, and passed the examinations from courses that are prescribed by the study programme as prerequisites for enrolment into the next year of study.
- (2) The list of compulsory courses for enrolment into the next year of study is determined by the Faculty Council.
- (3) The conditions and terms of enrolment into the next year of study are published on the Faculty website in the Guide to enrolment in the summer or winter semester.
- (4) The student regulates their student status by enrolment into the academic year.
- (5) The student may enrol in their study obligations by semester.
- (6) The student may enrol in only those courses for which all prerequisites have been met in accordance with the study programme, and in line with the criteria for enrolment into the next year of study.
- (7) A student who has met the criteria for enrolment into a higher year of study re-enrols in compulsory courses or courses for which not all the prescribed class obligations from the course have been completed.
- (8) The rights and responsibilities of students re-enrolling into the same study requirements is determined by the head of the course prior to the start of the course, and this pertains to the compulsory attendance of class, possibility of participation in ongoing knowledge assessment, writing seminar papers, etc.
- (9) Students in the Croatian study programme enrol into the next year of study with a subsidy or participation as stipulated by the programme contract.
- (10) Students in the English study programme enrol into the next year of study with tuition according to the student contract concluded at the time of initial enrolment into the study programme in English.

Repeating the year

Article 68

- (1) A student who has not earned the right to enrol into the next year of study may continue their studies by re-enrolling in the study obligations that they did not complete in the previous year of study, and to enrol in the new obligations once they have completed the appropriate prerequisites.
- (2) A student who has not earned the right to enrol into the next year of study may enrol in only those compulsory courses in that next year of study based on the Criteria of course enrolment (the enrolment of elective courses is not approved), to a maximum of ECTS points achieved from courses in the year being repeated.
- (3) A student who has not earned the right to enrol into the next year of study re-enrols the compulsory courses for which not all the prescribed teaching obligations from the course were completed.
- (4) In the case of an amendment to the study programme, the student who has not earned the right to enrol into the next year of study enrolls in the difference of courses according to the new study programme.
- (5) A student may only once re-enrol into the same year of study, with the requirement of payment of participation in line with the programme contract, and students in the English study programme pay tuition for the re-enrolment into the study year pursuant to the study contract concluded upon first enrolment into the study of veterinary medicine in English.
- (6) Students who have taken all the courses in the final year of study, but have not yet passed all courses, including the graduate thesis, do not re-enrol into courses not yet passed.
- (7) A student who by the start of classes in the new academic year has not yet completed all the prescribed course obligations from the study programme for the completion of study repeats the final year of study.
- (8) Students with regular full-time status who are in their sixth year of study and who enrol in the second repeat of the same study year lose their regular full-time status. Such a student may continue their studies in part-time status (though with a full course load), with the restriction of twice the duration of the study programme, pursuant to Article 10 of the University Ordinance.
- (9) The rights and responsibilities of students re-enrolling in the same study obligations, such as the obligation of attending classes, possibility of participation in ongoing knowledge assessments, writing seminar papers, etc., are determined after the student submits their written application to re-attend classes to the vice-dean for integrated studies and students. The vice-dean, in cooperation with the head of the course, will determine the form of holding classes and issue the student the appropriate decision.
- (10) In the case the student, whose status is frozen, is required to enrol to repeat the study year, they are required to participate in the study costs in line with the programme contract. Students in the English study programme who were approved a freezing of their status in the previous academic year, pay tuition pursuant to the student contract concluded at the time of first enrolment into the English study programme.
- (11) During the period of freezing their obligations, the student may sit exams if they have met the requirements to sit the exam.

Withdrawal from a course

Article 69

- (1) A student may withdraw from a course only within the first two weeks of classes, and only for justified reasons (e.g., schedule overlap, etc.).

- (2) Exceptionally from paragraph 1 of this Article, a student may withdraw from an unpassed elective course and replace it with another elective course.

XI. EVALUATION OF ACHIEVEMENT OF LEARNING OUTCOMES, EXAMINATIONS AND GRADING

Examinations and other forms of evaluation of knowledge

Article 70

- (1) The achievement of the learning outcomes of students is verified and evaluated during classes (tests, practice tasks, etc.), while the final exam is determined in the examination.
- (2) The syllabus may state that some forms of classes are delivered without grading or are graded in a descriptive manner. Such courses are not included in the calculation of the final overall grade.
- (3) The teacher has the right to check and assess the knowledge of students in every form of teaching.
- (4) A student may sit the examination if they have met all the prescribed requirements stipulated by the syllabus.
- (5) Examinations may be theoretical or practical, and they may be taken either in writing, orally, or a combination thereof, by execution or presentation of practical work, or in another appropriate and objectively necessary manner. The practical part of the examination may be separate from the written exam.
- (6) The entire examination should be completed at most five working days from the date of the examination as set by the exam schedule, except in justified cases, pursuant to a general act of the Faculty.
- (7) The manner of implementation of the examination is determined by the syllabus.
- (8) The student has the right to review their corrected written examination.

Continuous Assessment of Knowledge

Article 71

- (1) The study programme and syllabus prescribe how student activities during classes are evaluated, and how the final course grade is calculated. During classes, the following may be evaluated:
 1. student attendance at classes
 2. student activities in classes that as per the syllabus result in the acquisition of points (participation in discussions, written preparations for classwork, project work, essay writing, literature searches, practical practicals in real situations, field research, e-learning, developing programs, seminar work, etc.)
 3. mid-term examinations that monitor student accomplishments.
- (2) The mid-term examination may be verbal or written, i.e., a practical evaluation of knowledge or the learning outcomes of a course on a certain part of the course materials. The mid-term examination may enable the student to successively pass the examinations by section of course materials that form a logically connected unit, immediately after the end of classes in that part of the course materials.
- (3) The possibility of exempting the student from the obligation of passing part of the exam(s) as a whole should be stipulated within the syllabus.

- (4) The student has the right to appeal the evaluation and grading in the continuous assessment, within the deadlines and under the conditions established by this Ordinance.

Right to Appeal a Grade

Article 72

- (1) The student has the right to appeal a grade.
- (2) Pursuant to Article 84, paragraph 2 of this Ordinance, a student not satisfied with the grade achieved on an examination may, within 24 hours of notification of the grade or publication of the final grade, file a request to the dean on the prescribed form (form A-1) requesting that the examination be repeated before a committee. The request to repeat the examination must be justified.
- (3) If the request is established to be timely and justified, within 48 hours the dean, or vice-dean in the dean's absence, appoints a three-member examination committee before whom the examination will be repeated. One member of the committee should be from another related course, and the examiner with whose grade the student was not satisfied may not be chairperson of the committee.
- (4) The dean, or vice-dean in the dean's absence, determines the time for the repeated examination to be held. The examination should be repeated within three days of the date the student filed the request.
- (5) If the three-member committee examines the student who has previously passed the written part of the examination, the positive grade from the written test will be validated, then the practical and/or oral part of the examination will be held, and upon completion of the examination the final grade will be given by virtue of a majority vote. A record is kept on the course of the examination.
- (6) A student not satisfied with a grade on a written examination or written part of the examination, or part of the examination that includes the execution or presentation of practical work, has the right within the deadline listed in paragraph 1 of this Article to request that the examination committee re-evaluate those sections of the examination.
- (7) The decision of the committee on examination success is final.
- (8) Following the completion of every examination period, the student is required to check whether the attained grade is listed in the appropriate information system. If an irregularity is established, the student is required immediately and without delay to notify in writing the Student Office for the undergraduate and graduate study programme and the head of the course.

Examination Periods and Conduct of Examinations

Article 73

- (1) Examination periods may be regular or extraordinary.
- (2) Regular examination periods are the winter, summer, and autumn periods.
- (3) For every examination period, and for every course, at least two examination times must be planned, with a minimum interval of eight working days between them.
- (4) Where justified, the dean or the Faculty Council may also open extraordinary examination periods.
- (5) After classes in a course are completed, at least four examination times are scheduled for each course during the academic year.

- (6) If in a certain course, student knowledge is evaluated continuously during the semester, it is not necessary for an examination to be held for that course in the regular examination period. For that course, the Faculty defines the number and schedule of examination times, and students must have the opportunity to sit the exam at least four times in one academic year.

Number of Times an Examination May be Sat

Article 74

- (1) The examination from a course may be sat a maximum of four times in the current academic year, which is the number of examination times scheduled after the classes are completed in the course. On the fourth time, the exam may be held before the examination committee, upon the student's request.
- (2) The examination committee consists of three members. At least one member of the committee should be from the course being examined, others may be from related courses, and one person serves as the committee chairperson. The chairperson may not be the teacher before which the student did not pass the last time they sat the exam.
- (3) No appeal is possible against the grade achieved before the examination committee.
- (4) Examination results are published using the student's ID number (JMBAG), with the application of the rules and requirements of Regulation EU 2016/679 of the European Parliament and of the Council of 27 April 2016 and provisions of the Act on Implementation of the General Data Protections Regulation (OG 42/18).

Examination Calendar and Schedule

Article 75

- (1) The examination calendar is published on the Faculty website at least two weeks prior to enrolment into studies, or prior to the enrolment into the next semester or study year.
- (2) The examination schedule of registered students is published two days before the examination is to be held, and no later than 24 hours prior to holding the examination via the bulletin board or notification in the Merlin system.
- (3) In the case of a longer absence of the course teacher (30 or more days), the dean will entrust the holding of the examination to another teacher in the same scientific branch or field, or to the teaching committee.

Grades

Article 76

- (1) Learning outcomes achieved with excellent success shall be awarded with the grade Excellent (5), which is equivalent to the letter A. Learning outcomes achieved with above average success shall be awarded with the grade Very Good (4), which is equivalent to the letter B. Learning outcomes achieved with average success shall be awarded with the grade Good (3), which is equivalent to the letter C. Learning outcomes achieved with satisfactory success shall be awarded with the grade Sufficient (2), which is equivalent to the letter D. When learning outcomes are not achieved with satisfactory success the grade Unsatisfactory (1) shall be given, which is equivalent to the letter F.

- (2) The success of students may also be expressed by a descriptive grade, pursuant to Article 70, paragraph 2 of these Regulations.

Manner of assessing the achievement of learning outcomes

Article 77

- (1) Assessing the learning outcomes of students is performed through ongoing student evaluations that represents a model in which the achieved learning outcomes are assessed and students are evaluated through ongoing student evaluations during direct classwork and through all forms of study delivery, by grading various student accomplishments, and partial knowledge assessment, which form the basis for the final grade.
- (2) The final grade based on the model from paragraph 1 of this Article may be achieved by a student who has met all the prescribed obligations stipulated by the syllabus for that course, and who has registered to sit the exam within the proper deadline.
- (3) Monitoring and evaluating student knowledge, skills and competencies in each course may be performed by scoring attendance and activities in individual forms of teaching, and acquiring points from knowledge assessments.
- (4) The teacher or associate delivering the classes has the right to assess and evaluate student knowledge in every form of teaching.
- (5) There are two types of knowledge assessment at the Faculty:
 1. mid-term examinations that are organised during classes to assess the knowledge of a section of the subject matter, and
 2. final exam, which assesses knowledge of the complete course materials (learning outcomes) in line with the syllabus.
- (6) The course syllabus may stipulate the acquisition of ECTS points from individual forms of teaching, without evaluation or with only descriptive evaluation.

Article 78

- (1) The number of mid-term examinations per course, how they are implemented and evaluated, and the number of examination periods is determined by the head of the course, in agreement with other course teachers at the start of every academic year, pursuant to the provisions of Article 40, paragraph 2, line 4 of this Ordinance.
- (2) A student who has completed the prescribed commitments as stipulated by the head of the course may sit the mid-term examination.
- (3) The maximum number of repeated mid-term examinations per course is four in one academic year. At the start of every academic year, the head of the course, in agreement with the other course teachers, determines the time of the mid-term and time of the first and second repeated mid-term examinations. The third and fourth repetitions of the mid-term examination may be organised in the case of a valid written explanation and founded request of the student, which is approved by the vice-dean for teaching, with the consent of the head of the course.
- (4) A student who in one academic year does not pass the mid-term examination from a given course for the fourth time, may again sit the mid-term examination from that course in the following academic year.

Article 79

- (1) The tested materials, manner of implementation and evaluation of the final exam is determined in the course syllabus, and the time the exam is to be held and the examination periods are set at the start of each semester.
- (2) The final grade of success for each course is determined based on the achieved number of points during classes and on the final exam. During classes, the following may be evaluated and points granted:
 1. student attendance at classes
 2. student activities in classes (participation in discussions, written preparations for classwork, practical practicals, e-learning, self-testing, short oral quizzes, preparation in patient workup, etc.) as determined by the study programme
 3. mid-term examinations that track student mastery of the materials and their knowledge.
- (3) The criteria for forming the grade and manner of granting points in an individual course are stipulated in the course syllabus.

Registering and Deregistering for Exams

Article 80

- (1) A student registers to sit the examination via the ISVU system prior to the start of the examination period, in line with the published registration deadlines.
- (2) The schedule for sitting the exams for the registered students is visible in the ISVU system, and should be published two days prior to the scheduled exam (exceptionally 24 hours before) on the notification board or in the Merlin system of the organisational unit of the course.
- (3) The studomat system records the number of times a student as sat an individual examination.

Article 81

- (1) If a student cannot sit the registered exam for any reason, they are required to deregister it via the ISVU system, within the permitted time for deregistering an exam.
- (2) For a student who has not sat the registered exam, and did not deregister it on time, it will be listed in the ISVU and excerpts from the ISVU system with the code 0.
- (3) For a student from paragraph 2 of this Article, not sitting the examination will be counted in the number of times permitted to sit the exam, pursuant to Article 51 of this Ordinance.

Article 82

- (1) If the final exam is made up of a written (or practical) and oral part, the final grade for the exam will be determined after the completion of the oral part.
- (2) A student who does not pass the written (or practical) exam cannot take the oral part of the exam, but has the right to appeal against that part of the exam.

Public Nature of Examinations

Article 83

- (1) As a rule, the oral exam is public, with abidance for the specificity of the situation.
- (2) If there is a justified reason, a student may request a restriction of public presence. The decision on the basis of a written explanation by the student shall be rendered by the examiner, with the agreement of the competent vice-dean.
- (3) When required for ethical reasons, public presence at an examination may be restricted.

- (4) Written examinations are not open to the public.
- (5) An examiner may remove any person hindering the exam from being held.
- (6) A student or other person proving to have a legal interest have the right to view the examination documentation. The dean shall grant approval to view examination documentation, or in the dean's absence, the competent vice-dean.

Examiner Responsibilities

Article 84

- (1) Examiners are teachers in scientific-teaching and teaching positions.
- (2) The teacher is required to notify the student of the result of the oral examination immediately after it is held, and the result of the written part of the examination within no more than five working days from the date of the exam, by releasing the results on the official website or other appropriate manner, in line with the regulations governing personal data protection.
- (3) Prior to entering the final exam grade into the sheets from the ISVU system, the teacher is required to verbally notify the student of the examination grade.
- (4) The teacher is required to begin and complete the oral exam on the same day, and the entire exam within a maximum of five working days, except in justified cases (such as the hindrance of the teacher or a large number of students taking the exam). In such, specially justified cases, the examiner or head of the course are required to notify the responsible vice-dean thereof, who will set up the time in which the oral exam needs to be completed.
- (5) The teacher is required to notify of the results of the written exam or part of the exam by releasing the results via the ISVU system or Merlin system of the course in question, no later than within five working days of the date the exam was held.
- (6) The teacher is required to grade a student's exam with the grade of unsatisfactory (1) when a student:
 1. interrupts the exam or leaves the room in which the written or practical part of the exam is being held without a justified reason,
 2. after passing the written or practical part of the exam, does not sit the oral part of the exam,
 3. is removed from the examination due to inappropriate behaviour, disturbing other students, or using impermissible aids.
- (7) During the examination, the teacher is required to keep a record of the questions asked, points attained, and success of the student in the exam.
- (8) If a student does not sit the written part of the exam, or does not sit any part of the exam or the exam as a whole, a code of 0 – the student did not sit the examination - is entered into the appropriate information system. If the student does not deregister the exam, the registered exam is counted in the total number of times they may sit the exam in that course, except in specially justified cases, which is at the discretion of the competent body at the Faculty pursuant to the appropriate submitted documentation.
- (9) The teacher is required to enter the grade from the conducted examination, and the final grade of the course, into the information system, within five working days from the date of release of the exam results.

Records of Exams Held

Article 85

- (1) A special record is held concerning the final examination.
- (2) Data on the examination are kept individually for each student at the level of the chair/department/clinic, and at the level of the Student Office for integrated undergraduate and graduate studies. At the level of the chair/department/clinic, the data are entered into the ISVU

system, into the registration sheet and printouts from the ISVU system. At the level of the Student Office for the integrated undergraduate and graduate study programme, data are kept in the ISVU program, and the registration form is archived in the personal record of each student.

- (3) After the completion of the examination, the head of the course is required to submit the registration sheet and test records on the held exam to the Student Office for the integrated undergraduate and graduate study programme.

XII. EVALUATION OF THE SUCCESS OF TEACHING WORK

Article 86

Uniform university student survey

- (1) The success of teaching work in individual courses is assessed by students at least once in the academic year, using the University's teacher assessment survey.
- (2) In the student survey, the work of teachers and delivery of courses is assessed.
- (3) As part of the evaluation of integrated studies, a survey is also held for students who have completed the integrated studies, with the aim of evaluating different viewpoints of this study programme as a whole.
- (4) Survey implementation is the task of the Committee for quality assurance, under the supervision of the competent vice-dean.
- (5) After completing the survey, the committee from paragraph 3 of this Article submits the surveys to the University for processing.
- (6) The survey results are submitted to the dean, who forwards them to the surveyed teachers.

Article 87

The success of teaching work in individual courses may also be measured using other tools, at the proposal of the Committee for quality assurance and approved by the Faculty Council.

Article 88

- (1) The content of the student surveys is determined by the University Senate, and the evaluation forms by the Faculty Council at the proposal of the Committee for quality assurance.
- (2) The surveys from Article 86 and 87 of this Ordinance are anonymous and voluntary.

XIII. PARTICIPATION OF STUDENTS IN THE WORK OF THE FACULTY

Article 89

Students participate in the work of the Faculty via their elected representatives.

Selection and Work of Demonstrators

Article 90

- (1) Demonstrators are students who assist teachers in the delivery of practicals.
- (2) Demonstrators are selected from among excellent students who have passed the said course and show an inclination for teaching and scientific work.
- (3) Excellence from paragraph 2 of this Article implies that the grade from the course in which they will be a demonstrator is at least very good (4), with an overall average grade of at least 3.5.

- (4) Confirmation of the achieved status of demonstrator is attained with a minimum of 30 hours of classes in an individual course.
- (5) Exceptionally from the limitation in the previous paragraph, the confirmation on the achieved status of demonstrator may be issued to a student who has completed 5 percent of the total hours of practicals in one course, or at least 30 hours of teaching in courses in the same department/clinic in the case of a small number of hours in those courses.
- (6) The fundamental organisational unit of the Faculty may propose the appointment of a demonstrator at the start of each academic year, in the amount of up to 40 percent of the number of standard-hours of practical teaching in the said course.
- (7) The selected students are appointed demonstrators by the competent vice-dean.
- (8) Demonstrators receive a reward for their work based on the number of hours of classes held, in the amount that is stipulated by the dean at the start of each academic year.
- (9) For the implementation of paragraph 1 of this Article, records are kept on the participation of demonstrators in classes, and at the end of the semester, the record is signed by the head of the organisational unit.

Article 91

- (1) The work of demonstrators is subject to evaluation by the organisational unit.
- (2) A demonstrator who has been negatively assessed during the evaluation ceases to have the status of demonstrator and loses the right to issuance of the confirmation from Article 84, paragraph 4 of this Ordinance.

Professional and Scientific Research Work by Students

Article 92

- (1) Professional and scientific work of students is an integral part of the education of future doctors of veterinary medicine.
- (2) In the contemporary system of veterinary medical education, direct inclusion of students in professional and scientific work is a very important and integral part of the study programme, that among students develops critical thinking and creativity, independent education habits, and acquiring additional knowledge and research skills.
- (3) Creative discipline needed to successfully implement the project and write the student scientific paper enables the student to become a doctor of veterinary medicine, while remaining an academic citizen, regardless of whether they will later be engaged in clinical practice, research or teaching work. Through the implementation of projects and writing papers, the student becomes familiar with the scientific approach and method as an active participant, while learning how to set the scientific hypothesis, collect and evaluate data, present the results and conclusion of their own research to others, and think and make critical conclusions in a scientific manner for their entire professional career.
- (4) The Faculty encourages all students to get engaged in scientific and professional work in the academic community, and expects the leaders of scientific projects and other teachers to enable interested students to become included in their work on scientific and professional projects at the Faculty.
- (5) The fundamental step in achieving this goal is to draft the graduate thesis, which is the requirement of each student.

- (6) For advanced and highly motivated students who show a clear interest in scientific, professional and teaching work, thus forming the core for recruitment of future assistants, the Faculty ensures additional training as demonstrators.
- (7) During their studies, students may become involved in professional and scientific research work in agreement with individual teachers.
- (8) Students perform professional and scientific research work under the mentorship and supervision of a mentor.
- (9) A mentor for student work may be a teacher at the Faculty in a scientific teaching position, or employee of the Faculty with the academic title of doctor of science.
- (10) To stimulate the development of scientific research work among students, the Faculty may award an annual prize for the best scientific or professional work of students.

XIV. COMPLETION OF STUDIES

Article 93

Graduate Thesis

- (1) Integrated studies are completed with the passing of all examinations, acquisition of a minimum of 360 ECTS points, and meeting all other requirements, and the independent drafting of the graduate (Master's) thesis and its public defence, in accordance with the study programme and syllabus.
- (2) The instructions for proposing the research topic, and writing and drafting the graduate thesis define in detail all issues pertaining to the graduate thesis, such as submitting the proposed research topic, drafting and completing the graduate thesis, and defence of the graduate thesis.
- (3) A particularly successful student in regular full-time status may complete their studies in a period shorter than the prescribed duration of study, pursuant to Article 67 of the University Statute and Article 62, paragraph 4 of this Ordinance.
- (4) A particularly successful student is one who has not repeated any year of study during the course of their studies, who has an average grade of at least 4.5, who during the study programme completed all class requirements and acquired 55 ECTS points in each study year, and against whom no disciplinary measures have been imposed.
- (5) Intellectual property rights to intellectual property created by students during their studies belong without restriction to the author.
- (6) The Faculty has the right to make student graduate theses available to the public on the appropriate public database of the Faculty library, and on the public database of final/graduate theses of the National and University Library.
- (7) If it is necessary to temporarily keep secret the content of a graduate thesis in whole or in part for the purpose of achieving protection with a patent, industrial design or other industrial property right, in line with special regulations governing industrial property rights, the student may request its release be delayed until the conditions have been met to achieve the appropriate level of protection under industrial property law, or until the cessation of the need to keep secret the content.

Documents on Completion of Studies

Article 94

- (1) Following the completion of the integrated study program, the diploma is issued.

- (2) With the diploma, the diploma supplement is issued.
- (3) The diploma and diploma supplement are public documents confirming that the student has completed a certain study programme and attained the right to the academic title, according to the Act.
- (4) The public document from paragraph 3 of this Article is issued without fee, in both Croatian and English, in the signed and certified copy, and in electronic form. The diploma may also be issued in another language of delivery of the study programme.
- (5) The diploma states the number of ECTS points of the study programme, and the supplemental study document the number of acquired ECTS points.
- (6) The form and content of public documents is stipulated under an Ordinance that regulates the form and content of certificates, diplomas, and diploma supplement.
- (7) The diploma is issued in writing within 45 days, and in digital form within 30 days of the date of completion of the study programme.

Total Grade Achieved

Article 95

- (1) The total grade achieved in the study programme (weighted average) is based on the grades of exams of all courses, including the assessment of the graduate thesis, and the ECTS points allocated to each.
- (2) A class that is assessed only with a descriptive grade is not included in the calculation of the total grade achieved in the study programme.
- (3) The total grade achieved in the study programme is determined by adding the individual grades of examinations of all courses from paragraph 1 of this Article, multiplied by the ECTS points allocated to each course, and the result is then divided by the sum of ECTS points of all courses from paragraph 1 of this Article.
- (4) The total overall grade achieved in the study programme is expressed in documents to three decimal places.

Acknowledgments

Article 96

- (1) Every year, the Faculty issues acknowledgements (honour classifications) for total success in the integrated study programme.
- (2) Students with the highest final grade point average thereby confirm the highest level of mastered knowledge, skills, competencies, and learning outcomes at the end of the study programme, if they did not repeat any year of study, the acknowledgements of the Latin classifications are listed on the diploma supplement.
- (3) The highest acknowledgement, ***summa cum laude***, may be awarded to a student whose total average grade of the integrated study programme was from 4.900 to 5.000 and who successfully defended the graduate thesis.
- (4) Significant acknowledgement, ***magna cum laude***, may be awarded to a student whose total average grade of the integrated study programme was from 4.700 to 4.899 and who successfully defended the graduate thesis.
- (5) Acknowledgement, ***cum laude***, may be awarded to a student whose total average grade of the integrated study programme was from 4.500 to 4.699 and who successfully defended the graduate thesis.

Graduation Ceremony

Article 97

- (1) The graduation ceremony is the formal proclamation and awarding of diplomas for the completion of studies.
- (2) A student who has successfully completed their studies is issued a diploma in line with the deadlines stipulated by the Ordinance that regulates the form and content of the certificate, diploma, and diploma supplement.
- (3) If the graduation ceremony is scheduled after the deadlines listed in paragraph 2 of this Article, the student may receive their diploma before the graduation ceremony.
- (4) The costs of the graduation ceremony are borne by the student, according to a general act of the Faculty.

XV. MONITORING AND IMPROVEMENT OF STUDY QUALITY

Monitoring and Improvement of Study Quality

Article 98

- (1) The Faculty is required to monitor and improve the quality of each course, the entire study programme, and the organisational and administrative support for the study programme, in line with the Act governing quality assurance in higher education and science, and the general act of the University governing the quality assurance system.
- (2) The Faculty may, with the consent of the Senate, amend the study programme during the permit period, taking account of the recommendations of the competent body.
- (3) The procedure to amend the study programme with the permit is launched by the Faculty Council at the proposal of the Committee for the integrated undergraduate and graduate study programme, and the Committee for quality assurance.
- (4) Amendments to the study programme are performed under the general act of the University that governs the evaluation procedure for study programmes.
- (5) Amendments to the integrated study programme should be made before publishing the call for enrolment into the study programme.
- (6) Amendments to the integrated study programme in Croatian are simultaneously implemented in the integrated study programme in English.
- (7) All decisions concerning amendments to the study programme are archived in writing in the Faculty and University archives, and changes made under those decisions are recorded in the appropriate information system.

XVI. RECORDS AND THE IT SYSTEM

Article 99

- (1) The Faculty keeps records and collections of data on students, student documents, studying, mobility, student advancement through the study programme, successful accomplishment of the learning outcomes, and qualifications attained by the student.
- (2) With the data from paragraph 1 of this Article, the Faculty keeps its own electronic records of issued documents on the completion of study and attainment of academic titles, which is aligned with the regulations governing the form and content of certificates, diplomas, and diploma supplements.
- (3) The Faculty processes collected personal and other data for the purpose of performing teaching activities in the appropriate information system, and in the study programme record, and

ensures the interoperability of records and collections of data and the electronic retrieval of data in the appropriate information system and study programme record, in line with the ordinance that governs the content and use of information systems in higher education.

- (4) The collected personal data, access to personal data from paragraph 1 of this Article, and their processes are managed in accordance with the regulations governing personal data protection.

Protection of personal data

Article 100

- (1) Personal student data: name and surname, personal identification number, personal photograph, group photographs, videos, and other prescribed personal data are collected and processed for execution of the legal requirements, public interest, and execution of the public authorities of the Faculty, to make the student index card, student ID card, and for promotional activities on the Faculty website, official promotional materials of the Faculty, monograph of generations of promoted doctors of veterinary medicine at the Faculty in print and electronic form.
- (2) By signing the study contract, the student confirms that they are aware that their personal data will be collected and processed following the provisions of the General Data Protection Regulation and the Act on the Implementation of the General Data Protection Regulation, and in line with the Faculty data protection policy.
- (3) The collected personal data may not be used for any purpose other than the purpose for which consent was granted.
- (4) The study contract and student statement are filed in the student record.
- (5) Students may withdraw their given consent and request the cessation of further processing of their personal data.
- (6) At the time of signing the study contract and consent for the use of personal information, students receive full information from the Faculty under Article 13 of the General Data Protection Regulation, and in line with the Faculty data protection policy.

XVI. TRANSITIONAL AND FINAL PROVISIONS

Acquired Rights

Article 101

- (1) Students enrolled in the integrated study programme before 1 October of the 2023/24 academic year have the right to complete the study programme in line with the regulations in effect at the time of their enrolment in the study programme.
- (2) Exceptionally, the provisions of this Ordinance may apply to students from paragraph 1 of this Article if those provisions are more favourable for the student.
- (3) The students from paragraph 1 of this Article have the right to complete their studies in line with the study programme and conditions in effect at the time of their enrolment in the first year of study, except in cases of repeating or freezing a year of study, if the study programme was amended during the time of repeating a year or freezing the rights and responsibilities, under this Ordinance.

Accreditation of existing and new study programs

Article 102

- (1) In the event of a change in the structure and duration of the existing study programme, or a replacement of the existing study programme with a new one, it is the right of the student studying under the existing study programme to complete that study programme within the deadlines stipulated in this Ordinance. The Faculty may, according to the Act, restrict the duration of the right to complete the existing study programme to a certain number of years. This restriction may not be less than twice the duration of the study programme.
- (2) A student from paragraph 1 of this Article may, under the general act of the Faculty, be permitted to continue their studies according to the new study programme. For such a student, certain exams passed in the existing study programme may be recognised in the new study programme, under this Ordinance.

Emergency Situations

Article 103

- (1) In the case of a natural disaster, state of war, or other direct threat to the population, the Senate may call for the adoption and amendment of the programme syllabus and examination periods, the form and methods of monitoring and evaluating the achieved learning outcomes, the manner of passing the examination, advancement through the study programme, and the completion of the study programme in a manner different than that prescribed in this Ordinance.
- (2) Matters from paragraph 1 of this Article are decided by the Senate, at the proposal of the Faculty Council.

Entry into Force

Article 104

With the entry of this Ordinance into force, the Ordinance on the undergraduate and graduate study programme adopted at the session of the Faculty Council in the 2021/22 academic year, held on 25 April 2022 (Class: 011-01/22-01/02, Reg. no: 251-61-61-22-02); Decision on amendments to the Ordinance on the integrated undergraduate and graduate study programme of 20 July 2023 (Class: 640-01/23-02/08, Reg. no: 251-61-01-139-23-15); Decision on amendments to the Ordinance on the integrated undergraduate and graduate study programme of 21 December 2022 (Class: 011-01/22-01/04, Reg. no: 251-61-01-22-02); Decision on amendments to the Ordinance on the integrated undergraduate and graduate study programme of 16 November 2022 (Class: 011-01/22-01/02, Reg. no: 251-61-01-22-09) shall cease to have effect.

Article 105

For all other matters relating to the implementation of the integrated study programme that are not encompassed by this Ordinance, the Ordinance on studying in undergraduate and graduate study programmes of the University of Zagreb shall apply.

Article 106

The Instructions for submitting the research topic proposal, and writing and drafting the graduate (Master's) thesis form an integral part of this Ordinance.

Article 107

The Statute Committee is competent for the interpretation of this Ordinance.

Article 108

This Ordinance is published on the 10th of September 2024 and enters into effect on the 1st of October 2024.

The Dean

Prof. Marko Samardžija, PhD